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ORIGINAL: ENGLISH

COMMITTEE ON CONFERENCES
Substantive session
17-21 May 1993
Agenda item 3*

IMPROVED COORDINATION OF CONFERENCES WITHIN THE UNITED NATIONS SYSTEM: IMPLEMENTATION OF GENERAL ASSEMBLY RESOLUTION 43/222, PARAGRAPH 4 (f)

Note by the Secretariat

INTRODUCTION

1. During its substantive session in August 1989, the Committee on Conferences requested the Secretary-General, as Chairman of the Administrative Committee on Coordination (ACC), to provide comments on the subject of system-wide coordination of conference activities, as well as information on present or envisaged practical arrangements in this area.

2. When it met in October 1989, the Organizational Committee of ACC discussed the request of the Committee on Conferences and decided, on behalf of ACC, to refer the matter to the Inter-Agency Meeting on Language Arrangements, Documentation and Publications (IAMLADP) at its June 1990 session.

3. At its 328th meeting, on 19 August 1991, the Committee on Conferences considered a conference room paper submitted by the Secretariat (A/AC.172/1991/CRP.8) that outlined the initial discussions and observations of IAMLADP on its agenda item entitled "Coordination of conferences within the United Nations system" and provided, inter alia, the conclusions of IAMLADP that:

(a) There was a need to improve the coordination of conferences within the United Nations system;

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* A/AC.172/150/Add.1.

(b) Given the mandates handed to individual organizations by their governing bodies, which specified the timing of their conference schedules as well as the subject-matters to be taken up, it was essential to ensure that the question was addressed carefully, especially at duty stations where a large number of agencies were based;

(c) In order to properly and more thoroughly address the issue, the specialized agencies would submit information in respect of their meetings and conferences in 1988-1989. United Nations Headquarters would compile the information received, which would serve as a basis for a paper to be discussed at the next meeting of IAMLADP in 1991. The agencies would indicate any scheduling difficulties they had encountered and present suggestions on possible action that could be taken to promote improved coordination within the United Nations system. The purpose of the study would be to assess the possibility of increasing inter-agency consultation on the coordination of conferences and large meetings with a view to attaining optimum use of conference resources by decreasing overlapping, allowing for some inter-agency exchanges of conference-servicing staff, and minimizing competition among United Nations agencies with regard to the recruitment of freelance staff.

4. The results of the study, contained in the annex to the present report, were presented to the IAMLADP which took place at the United Nations Office at Geneva (UNOG) from 9 to 11 September 1991. At that Meeting, the Secretariat indicated that it would convey IAMLADP's conclusions and observations to ACC, and the views of ACC thereon would be conveyed to the Committee on Conferences at the first opportunity.

5. The report, as well as all relevant background information, was submitted to ACC through its Organizational Committee, which met at the headquarters of the World Health Organization (WHO) at Geneva from 25 to 27 March and 7 to 10 April 1992. The Organizational Committee noted the conclusions and decided that the report should be made available to the Committee on Conferences when that Committee might be required to take any follow-up actions.

6. The comments of the ACC Organizational Committee were reported to the June 1992 IAMLADP for the purpose of soliciting further comments and suggestions for following up on further practical avenues of coordination.

7. The present report contains a summary of the discussion and observations, as well as the conclusions of the 1991 IAMLADP, the relevant comments of ACC thereon and the views expressed at the 1992 IAMLADP.

DISCUSSION AND OBSERVATIONS

8. The 1991 IAMLADP noted from the report that there was no formal consultation process among the specialized agencies and the United Nations on the timing of meetings and conferences. Although the meetings of the principal organs of the specialized agencies and the International Atomic Energy Agency (IAEA) were included in the biennial calendar of conferences submitted to the General Assembly, those meetings were organized by the agencies themselves. Some coordinating role was carried out by UNOG when United Nations facilities were used for large conferences of agencies based there.

9. However, the agencies based at Vienna - the United Nations Office at Vienna, the United Nations Industrial Development Organization (UNIDO) and IAEA - coordinate the dates of the major meetings held at the Vienna International Centre; at the present time, UNIDO and the United Nations Office at Vienna administer a joint conference-servicing operation. In Rome, where the World Food Programme, the World Food Council and the Food and Agriculture Organization of the United Nations are located, coordination is a standard procedure. These organizations are also very much affected by the schedules of meetings elsewhere in the region. In Washington, D.C., the dates of the meetings of the Interim and Development Committees and ancillary meetings and the Annual Meetings of the Boards of Governors of the International Monetary Fund and the World Bank Group are coordinated with important meetings of financial and development organizations.

10. Some organizations commented that coordination was a difficult goal to attain, owing to the fact that, within the United Nations system, meetings schedules for each organization were decided by intergovernmental bodies and committees. It could thus be said that no single office in any organization was responsible for those decisions.

11. The organizations explained that the timing of the meetings of their governing bodies and the number of sessions required, as well as other meetings requirements, were determined by statutory and technical considerations. In order to avoid overlapping, other organizations refrained from concentrating the discussion of resolutions and issues during the same meeting periods when other agencies were discussing similar subjects. The European-based organizations also pointed out that the overlapping of meetings in the United Nations system had created a greater demand for the services of temporary language staff than was available on the freelance market, bringing about competition for the services of these staff within the United Nations family.

12. Another concern raised related to the availability of members of delegations to conferences. This was an essential element that had to be taken into account when planning conferences because some Governments might have difficulties sending delegations when two conferences of interest to them were taking place at the same time.

13. It appeared from the study that inter-agency coordination on meetings would be more applicable to those organizations whose headquarters are in Europe, particularly at Geneva, where the larger number of specialized agencies are located. Coordination between the Conference Services Division (CSD) and the various United Nations conference centres was conducted routinely on a day-to-day basis. That also applied to the agencies based in Geneva which required the services of CSD, in particular the International Labour Organisation (ILO) and the World Health Organization (WHO), with which the Division cooperated very closely. Coordination was relatively easy when there was sufficient lead-time for consultations. However, during the last two years decisions to hold certain conferences and meetings had been taken with very short notice, a reflection of the United Nations system's positive response to intensified international and political developments. These circumstances had allowed little flexibility in the allocation of conference resources. Furthermore, the expanding role of the Organization in world-wide events had also increased the demand for office space at the Palais des Nations.

14. UNOG published quarterly calendars of meetings and served as a focal point for gathering and distributing information on conferences and meetings held at Geneva by the various organizations and agencies of the United Nations system. UNOG's view was that the coordination of the calendar of conferences within the United Nations system could be greatly enhanced through the use of electronic equipment for gathering information. Such technology would allow the information to be instantly available to bodies wishing to take decisions on the date and venue of their meetings and conferences.

15. ILO expressed readiness to cooperate in this endeavour and interest in having an inter-agency schedule that was as harmonious as possible. This could best be achieved if agencies would send copies of their programming schedules to UNOG, as the focal point at Geneva. WHO was prepared to circulate lists of its meetings schedules for 1991 as well as future years, but noted that it was difficult to project the exact nature of the conference schedules too far in advance.

16. It was clear that the Meeting continued to believe that enhanced coordination among agencies based on the exchange of information and increased consultations would assist the United Nations system in making the most efficient use of available conference-servicing resources. The question of coordination was particularly relevant for the Geneva-based agencies, and the Meeting was gratified to note that progress had been made although more could definitely be made. UNOG had proposed that a mechanism for consultation be created at Geneva to facilitate the exchange of information and ameliorate the planning of events, taking into account the scarcity of both freelance staff and conference facilities, and this should be acted upon. UNOG would in turn transmit the information to the IAMLADP secretariat at Headquarters.

17. The Meeting recognized that, while the participating organizations were very much in agreement as to the benefits of sharing staffing resources and were endeavouring to coordinate the schedules of meetings systemwide, it might be difficult to introduce major changes. The meetings programmes of the United Nations system of organizations were determined by different considerations, i.e., the legislative mandates, technical requirements and human resources of organizations. Furthermore, last-minute changes to meetings schedules owing to political exigencies or delayed submission of documentation were not infrequent and would undo the effects of previous consultation and coordination. Lastly, it was noted that by the very nature of agreements within the United Nations, the organizations of the system were structurally decentralized and autonomous.

18. At the 1992 IAMLADP, it was generally recognized from previous replies received from organizations, especially with regard to statutory mandates regarding timing of sessions, that the scheduling of conferences appeared to provide little room for manoeuvre. Consequently attention should primarily focus on exchanges of information regarding meeting dates and investigation of a more systematic exchange of language staff among specialized agencies.

19. Specific reference was made to the agreement currently in effect in Washington, D.C. between the World Bank, IMF and the Inter-American Development Bank whereby at the end of each year the accounts were made with respect to the loans of staff, and remuneration corresponding to the outstanding amounts due were paid by the institution concerned. In a similar manner, the United Nations

Office at Vienna had sent out a list of the availability dates of its staff interpreters and the agencies were invited to check this list before recruiting freelance interpreters. The United Nations has for several years been exchanging staff interpreters with the International Civil Aviation Organization, and in early 1993 it requested the assignment to Headquarters of several translators from the United Nations Educational, Scientific and Cultural Organization.

CONCLUSION

20. The 1991 IAMLADP agreed that as a first step towards improved coordination, it was essential to have clear information on the timing and scheduling of other organizations' meetings, such as the quarterly bulletin issued by UNOG. One organization suggested that agencies send information regarding their schedule of meetings for the next two or three years to a focal point within IAMLADP, which would in turn send out the data gathered to all concerned within the system. This concept was widely supported. However, providing information on all meetings being held in individual organizations would be cumbersome, and it was decided that it would be more practical to limit the type of meetings to be included on the proposed list to those requiring full interpretation services.

21. The exchange of language staff among agencies was another area of cooperation which was considered very important. In one organization, interpretation services were paid out of a pool of funds received from the users of these services. It would therefore be cost-effective for that organization to lend its interpreters during periods when their services were not required. It was noted that this proposal could result in higher savings if it were carried out on a non-reimbursable basis, i.e., if organizations would trade staff on a one-to-one basis and agree that only subsistence allowance and travel would be undertaken by the receiving organization. Many organizations replied that such an arrangement might not be feasible, but that in any event the concept of lending staff to other organizations during off-peak periods was in itself a savings and certainly worth pursuing. It was agreed to raise with concerned officials in the specialized agencies the possibility of exchanging information about the availability of interpreters throughout a given year on a regular basis, among organizations interested in "lending" or "borrowing" such staff.

22. The 1992 IAMLADP agreed that it was essential to continue follow-up action on the question of inter-agency coordination in the different areas of conference services, e.g, translation, editorial and interpretation questions, the application of new technologies, workload standards for conference staff and meetings planning and servicing. The agencies also agreed to pursue the type of arrangements for all language staff, i.e., translators and possibly editors, in addition to interpreters mentioned in paragraph 19 above, and IAMLADP is expected to coordinate this approach.

23. The Secretariat has provided this report in accordance with the request of the Committee on Conferences for information on system-wide coordination of conference activities through ACC, which has taken note of IAMLADP's recommendations and decided that these recommendations should be made available to the Committee on Conferences. As the inter-agency mechanism in charge of the

coordination and harmonization of conference-servicing activities systemwide, IAMLADP will continue its work in this regard, and the Secretariat will ensure that the Committee is provided with up-to-date information on the question of system-wide coordination.

ANNEX

Substance of replies received from member organizations of IAMLADP following the 1990 meeting

International Labour Organisation

1. ILO reported that it did not experience any particular difficulties in scheduling its meetings. Where the International Labour Conference was concerned, it had been an established practice based on an agreement between the United Nations and ILO to hold its annual sessions at the Palais des Nations. In recent years, however, it had become increasingly difficult to accommodate all committees of the Conference at the Palais, owing to the growing number of Geneva meetings of the United Nations system itself.

Food and Agriculture Organization of the United Nations

2. FAO informed the Secretariat that the main governing bodies of FAO were the Conference, which was required by the General Rules of the Organization to hold biennial sessions at the organization's headquarters in October or November, and the Council, which held three sessions between the regular sessions of the Conference. The Council was assisted by eight committees, which reported to it. Consequently, sessions of the committees had to be scheduled to allow them to submit their reports to the Council. The pattern of other sessions and conferences was pragmatically based on the time available between the sessions of the governing bodies. Dates were fixed on the basis of proposals made by the technical divisions and/or in consultation with host Governments with a view to avoiding overlaps. Consideration was also given to the available conference facilities at FAO headquarters, the optimum use of interpretation resources and the pattern of sessions of the governing bodies of other Rome-based agencies (International Fund for Development (IFAD), World Food Programme (WFP), World Food Council (WFC)). Once approved by the post-Conference Council, the calendar was appended to the report of the Council, which was distributed to related organizations in the United Nations system. The main difficulty encountered was a real scarcity of freelance interpreters, especially Arabic and Chinese, in the months of June and November when the governing body sessions overlapped with those of other United Nations agencies.

United Nations Educational, Scientific and Cultural Organization

3. UNESCO cited difficulties it encountered within the schedules of that organization itself. In the course of 1988-1989, UNESCO had organized 200 meetings, 98 in 1988 and 102 in 1989. In addition, it had organized 118 meetings under contract, 53 in 1988 and 65 in 1989. In accordance with the recommendations of the General Conference and the Executive Board, a decrease in meetings for these years was apparent when compared to 1986-1987, for which the corresponding figures were 229 and 146.

4. That being so, the number of meetings tended to increase towards the middle or the end of the year. That imbalance was also apparent between the first and second years of the biennium. In the latter case, the fact that there were more

meetings meant that the difficulties sometimes encountered with respect to the planning and organization of meetings were more substantial.

5. Difficulties encountered were as follows: as the General Conference ended in November of the second year of the biennium, implementation of the programme and budget approved by it could not always begin immediately. That delay affected, among other things, the preparation and conduct of meetings at or away from headquarters. As a result, difficulties arose in complying with the deadlines laid down in the procedures governing the preparation and organization of meetings. In addition, despite the efforts that had been made, another difficulty lay in the impossibility of setting firm dates for the sessions of statutory bodies established by the General Conference such as the intergovernmental councils and committees, which, under the terms of their statutes, held one session per biennium.

6. Similarly, with respect to meetings away from headquarters, invitations by member States were not always received sufficiently in advance to permit the timely preparation, negotiation and conclusion of agreements with the authorities concerned; the same was true where the services to be provided by the two parties were concerned. As a result, meetings initially scheduled to be organized by UNESCO were conducted under contract with outside agencies. Nevertheless, to remedy that situation, the following measures, whose implementation had already been started, should be continued:

(a) Meetings should be better apportioned between the two years of the biennium;

(b) Preparation for meetings scheduled for the first year should begin by the second year of the previous biennium and, if possible, well before that;

(c) The rules and procedures, which specified inter alia the deadlines for the conclusion of agreements and the dispatch of invitations, working documents, etc. for meetings at and away from headquarters should be respected;

(d) Firm dates and locations should be set for sessions of the statutory bodies established by the General Conference, such as intergovernmental committees and councils;

(e) All meetings for which the deadlines were not respected should be cancelled or postponed to a subsequent biennium;

(f) Efforts should be made to avoid transforming a meeting convened by UNESCO into a contract meeting on the grounds that the statutory deadlines applicable in the former case could be met;

(g) The dates for Executive Board and Governing Council sessions should be set by the second year of the preceding biennium, if only on an indicative basis, while an effort should be made to respect those dates, which by the nature of things had an impact on the programming of meetings.

7. Where the language staff requirements for meetings were concerned, the collaboration already under way among the specialized agencies should be

continued and expanded, so as to effect a possible reduction of the financial implications of securing the services of such staff.

International Civil Aviation Organization

8. The ICAO Assembly met once every three years in September or October but there were extraordinary assemblies occasionally to discuss major problems. Its Council met officially three times a year, but meetings of the main body, the Air Navigation Commission and working groups together extended practically over the whole year. ICAO had fewer meetings in January, July and August; during the remainder of the year there were no more than two meetings simultaneously for lack of interpreters. Owing to the location of ICAO headquarters in Montreal, the only really feasible possibility for coordination was with United Nations Headquarters in New York. Such coordination was already being carried out, in particular with regard to the exchange of staff interpreters. However, exchanges were limited, given the fact that the slack periods for ICAO were July and August and mid-December to mid-January, which corresponded to those of the United Nations in New York.

World Health Organization

9. No outstanding difficulties were experienced by WHO with regard to the scheduling of its meetings in 1988-1989. However, recruitment of conference staff of all categories was difficult in the months of May and June at Geneva, when the World Health Assembly and the International Labour Conference meet.

The World Bank Group - International Monetary Fund

10. The dates of the Meetings of the Interim and Development Committees and ancillary meetings and the Annual Meetings of the Boards of Governors of IMF and the World Bank Group (held in April and September, respectively, every year) were coordinated with important meetings of financial and development organizations, avoiding any major religious and other holidays. Those considerations usually left very little flexibility in the scheduling. Holding the Annual Meetings in late September/early October had proven to be the most convenient time for the majority of the Governors of the two institutions and their delegations.

International Telecommunication Union

11. The International Telecommunication Union (ITU), as a specialized agency had its own Constitution and Convention which set out the provisions concerning the convening of conferences. ITU held a Plenipotentiary Conference every five years which determined and scheduled the programme of conferences for the Union, according to the needs of the telecommunications community.

12. The timing of such conferences was based on the length of time needed to produce technical reports by two of its organs, the International Radio Consultative Committee (CCIR) and the International Frequency Registration Board (IFRB) and for those reports to be distributed to all member administrations for the preparation and submission of proposals for the work of the Conference. Immediately after sending invitations, the Secretary-General of ITU asked

members to submit, within four months, their proposals for the work of the Conference.

13. ITU organized its own translation, typing and document reproduction services. The resources of the permanent staff were expanded as necessary by the recruitment of specialized supernumerary staff within the budget ceilings established in advance by the Administrative Council.

14. The dates finally selected by the ITU Administrative Council (which met each year on behalf of the Plenipotentiary Conference) were determined at least two years ahead of time. Invitations to attend the conference had to be received by member administrations one year before the opening date. The dates also took into consideration:

(a) The length of time required for technical reports to be prepared and distributed to all administrations;

(b) The time required to deal with the agenda which had been agreed by members of the Union;

(c) The options available at the International Conference Centre of Geneva (CIGG) for conference facilities, or an invitation from a member administration to host the conference outside Geneva;

(d) The programme of other ITU activities, including in particular CCIR and International Telegraph and Telephone Consultative Committee (CCITT) Study Group Meetings (which at present followed two independent four-year cycles);

(e) The avoidance of the summer school holiday period;

(f) The avoidance of June, if possible, when the International Labour Conference met;

(g) The volume of work represented by other preparatory documents which had to be translated and dispatched at least four months in advance of the opening date of the conference itself.

15. The Secretary-General of ITU could propose alternative dates which made better use of ITU headquarters staff resources. Within ITU, because so many meetings were held each year, coordination of dates of meetings and conferences was vital to the smooth working of all its organs.

16. In addition, certain specialized agencies, in particular ICAO, the International Maritime Organization (IMO) and the World Meteorological Organization (WMO) and regional organizations such as the European Conference of Postal and Telecommunications Administrations also convened, in advance of the opening date, their own coordination meetings on the subjects to be treated by ITU.

International Maritime Organization

17. IMO pointed out that it was the only organization in the United Nations system located in London. While all interpreters were recruited on a temporary

basis for its meetings, a core of about 60 to 70 per cent of the required number of translators was permanent. Most of the temporary interpreters and translators required were recruited locally. Consequently, the demand for interpreters and translators resulting from IMO meetings did not have much impact on the situation in other duty stations.

18. The planning of meetings in a normal situation (that is, outside of the financial crisis experienced in 1989) was related to the methods of work of the organization. The Assembly met every two years in accordance with the IMO Convention. During its meetings, the Assembly reviewed all the work done by all the other bodies of the organization. It was only when such work was approved by the Assembly that it could be implemented. Efforts were made to submit as many reports as possible for approval by the Assembly.

19. The IMO Council met twice a year in regular session in accordance with the IMO Convention. The Maritime Safety Committee also met twice a year normally, but it had about 10 subsidiary bodies that met approximately once a year for one week.

20. All the difficulties experienced with the scheduling of meetings in IMO were specific to the organization and its method of work. Over the years, the patterns and practices for IMO meetings had been established. In normal circumstances, there were about 20 to 24 meeting weeks per year with no meetings from 15 July to the beginning of September and no meetings in the last two weeks of December.

World Intellectual Property Organization

21. The World Intellectual Property Organization (WIPO) stated that, although its headquarters is located at Geneva, the greater number of WIPO meetings were held outside Geneva. However, during the months of May, June, September and October, WIPO experienced difficulties in securing conference rooms and the services of interpreters, owing to the fact that a large number of meetings of the United Nations agencies based at Geneva were held during those periods.

United Nations Industrial Development Organization

22. At the present time, UNIDO and the United Nations Office at Vienna administer a joint conference-servicing operation. No scheduling difficulties were reported by UNIDO with regard to its calendar of meetings during the period 1988/89. Regular consultations between IAEA and the United Nations take place when dates of governing bodies scheduled to meet at the Vienna International Centre are decided upon.

World Food Programme

23. In 1988-1989, WFP held four sessions of its governing body, the Committee on Food Aid Policies and Programmes, at Rome. There were no particular problems in scheduling those sessions, as WFP has its own facilities for the Subcommittee on Projects and was able to work with the other United Nations agencies at Rome to schedule meetings not held on WFP premises. The only difficulty was related to the recruitment of temporary staff for meetings. As they often came from Geneva or Vienna, if meetings at those duty stations coincided with WFP's

meetings in May/June and December, WFP's search for freelance interpreters, translators and typists would be affected.

International Atomic Energy Agency

24. IAEA stated that it did not experience any scheduling difficulties in 1988-1989. The dates of major Vienna meetings were coordinated with other organizations based in the Vienna International Centre, i.e., the United Nations Office at Vienna and the United Nations Industrial Development Organization (UNIDO).

General Agreement on Tariffs and Trade

25. According to the General Agreement on Tariffs and Trade (GATT), the type of meetings held in GATT could not be compared with those held in other organizations. GATT meetings were generally scheduled at short notice (approximately 10 days in advance), were usually very small (on average between 70 and 100 people) and, because of their technical nature, were often attended by experts from capitals. GATT was able to house the majority of its meetings and only very occasionally did it need to seek outside accommodation. From GATT's point of view, the only meeting for which coordination might be of interest would be the annual meeting of Contracting Parties, but even in that case, where meetings last only for three to four days, it was doubtful that inter-agency coordination would really be useful.

United Nations

26. Within the United Nations itself, the coordination of conferences is an integral part of the mandate of the Office of Conference Services and is performed on a day-to-day basis among the United Nations Offices at Geneva, United Nations Headquarters in New York and the United Nations Office at Vienna, in order to ensure the most rational use of conference resources. Moreover, in line with the United Nations global approach to the optimum utilization of conference resources, there has been an increase in the sharing of human and material resources with the conference-servicing units of the overseas offices, i.e., the regional commissions, the United Nations Environment Programme and the United Nations Centre for Human Settlements (Habitat).

27. As mentioned in paragraph 8, inter-agency cooperation in North America exists between United Nations Headquarters and ICAO in the form of exchanging language staff during off-peak periods of meetings activity. However, the World Bank and IMF have indicated that the dates of the Meetings of the Interim and Development Committees and Annual Meetings of the Boards of Governors of the IMF and World Bank Group are coordinated with important meetings of financial and development organizations, and there is therefore very little room for flexibility in scheduling. Furthermore, their Annual Meetings are held in late September/early October, which has proven to be the most convenient time for the majority of the Governors of the two institutions and their delegations and coincides with the period of the United Nations General Assembly in New York.

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Substantive session
17-21 May 1993
Agenda item 2 (b)*

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES: MEETINGS STATISTICS OF UNITED NATIONS ORGANS

Note by the Secretariat

Methodology

1. In accordance with decisions of the Committee on Conferences, the statistical information presented in the annex to the present document contains the planned and actual utilization of conference resources allocated to a core sample of bodies which met in 1992, compiled in accordance with the experimental methodology adopted by the Committee on Conferences to run parallel with the existing methodology through 1992.

2. In a related decision, at its 339th and 341st meetings, held on 26 and 27 August 1992, the Committee requested the Secretariat to expand the representational sample of bodies included in future papers on the experimental methodology, approved the two indices proposed for assessing the availability of pre-session documentation (compliance and availability) and requested the Secretariat to incorporate the new calculations in future reports.

3. The annex to the present document contains a listing of the bodies used in this sample for presentation of the meeting statistics and the indices for assessing the availability of pre-session documentation. The annex provides:

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* A/AC.172/150/Add.1.

A The number of meetings planned by a given organ in a scheduled session, not including any additional meetings;

B The number of additional meetings held during that session;

C The number of cancelled meetings during the session;

D The number of meetings actually held;

E The number of unrelated reassignments;

F The amount of time lost owing to late starting or early ending;

MR Meeting ratio calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning Accuracy Factor calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization Factor as calculated in accordance with the existing methodology and presented annually to the Committee in the A/AC.172/88 and addenda series of documents;

CI Compliance Index calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI Availability Index calculated as the actual rate of delivery presented on a week-by-week basis.

Annex

	A	B	C	D	E	F	MR	PAF	UF
1. Committee for Programme and Coordination, 11-22 May	18	2	-	20	-	3.35/ 3.10	111	88	89
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	12%			11%	33%	11%	33%	-	-
	A	B	C	D	E	F	MR	PAF	UF
2. Commission on Narcotic Drugs, 29 April-9 May	24	-	-	24	-	5.0/ 7.24	100	100	88
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	6%			6%	14%	14%	14%	20%	26%
	A	B	C	D	E	F	MR	PAF	UF
3. Commission on the Status of Women, 27 February-8 March	16	-	-	16	-	4.40/ 9.45	100	100	69
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	10%			8%	8%	8%	8%	33%	25%

.../

	A	B	C	D	E	F	MR	PAF	UF
4. UNCITRAL, 4-22 May	29	-	2	27	2	7.10/ 1.10	93	93	90
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	46%			4%	13%	6%	9%	9%	13%
	A	B	C	D	E	F	MR	PAF	UF
5. Ad Hoc Committee on the Indian Ocean, 18-22 May	10	10	-	10	-	7.40/ 2.30	100	100	70
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	0%			0%	0%	0%	0%	0%	100%
	A	B	C	D	E	F	MR	PAF	UF
6. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 3-21 February	28	-	4	24	3	6.45/ 2.10	86	86	79
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	20%			0%	20%	0%	0%	20%	40%

/...

	A	B	C	D	E	F	MR	PAF	UF
7. Committee on Information, 30 March-16 April	28	-	9	14	5	4.55/ 10.10	50	72	50
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	0%			20%	20%	20%	-	20%	20%

	A	B	C	D	E	F	MR	PAF	UF
8. Commission on Transnational Corporations, first part, 23-24 January	5	-	-	5	-	1.40/ -	100	100	80
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	0%			-	-	34%	-	33%	33%

	A	B	C	D	E	F	MR	PAF	UF
9. Commission on Transnational Corporations, second part, 8-15 April	12	2	-	4	-	5.30/ 4.40	116	83	79
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	0%			-	-	-	17%	33%	50%

	A	B	C	D	E	F	MR	PAF	UF
10. Committee on the Peaceful Uses of Outer Space, 15-26 June	19	-	4	15	3	5.15/ 12.00	79	79	58
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	18%			-	-	9%	18%	9%	46%
	A	B	C	D	E	F	MR	PAF	UF
11. UNITAR, Board of Trustees, 31 August-4 September	10	-	3	7	1	4.14/ .10	70	70	70
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	100%								
	A	B	C	D	E	F	MR	PAF	UF
12. Disarmament Commission, 20 April-11 May	42	3	11	34	6	19.55/ 7.05	81	66	69
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	13%			0%	0%	0%	0%	0%	87%

	A	B	C	D	E	F	MR	PAF	UF
13. Committee on Contributions, 15 June-2 July	22	-	2	20	1	6.55/ 4.10	91	91	77
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	22%			0%	0%	0%	0%	0%	73%
	A	B	C	D	E	F	MR	PAF	UF
14. Commission on Crime Prevention and Criminal Justice, 21-30 April	16	-	1	15	-	5.10/ 4.50	94	94	75
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	0%			0%	0%	0%	0%	40%	60%
	A	B	C	D	E	F	MR	PAF	UF
15. International Civil Service Commission, 9-27 March	24	1	-	25	-	7.15/ 3.40	104	96	84
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
	5%			0%	0%	5%	10%	15%	65%

	A	B	C	D	E	F	MR	PAF	UF
16. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, 24 February-6 March	20	-	4	16	1	1.15/ 2.15	80	80	80

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
25%	12%	-	-	-	-	63%

	A	B	C	D	E	F	MR	PAF	UF
17. Committee on the Development of New and Renewable Sources of Energy, 3-14 February	20	-	7	13	3	10.0/ 2.55	65	65	60

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
43%	8%	8%	-	8%	-	33%

	A	B	C	D	E	F	MR	PAF	UF
18. Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting, 5-13 March	13	-	1	12	-	4.10/ 2.00	92	92	77

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
6%	-	-	-	-	12%	82%